

## DEPARTMENT OF HISTORIC RESOURCES

Position Vacancy- #00026

ROLE: Information Technology Specialist I, Pay Band 4

WORKING TITLE: Historic Resource Inventory Data-Sharing System Manager

SALARY: \$30,146 – \$40,000 plus benefits depending on experience  
(Career potential up to \$61,872)

**Responsibilities:** The Department of Historic Resources (DHR) is looking for a full-time historic preservation data systems manager with strong database and GIS expertise whose primary responsibility will be to manage the Department's Data Sharing System (DSS), a statewide environmental/historic preservation business application, and to develop and implement related internal database and Geographic Information Services (GIS) applications necessary to support DHR's mission and programs. This individual will coordinate the efforts of DHR, Virginia Department of Transportation (VDOT), Virginia Information Technologies Agency (VITA), and contractor information technology staff for DSS and related program and application development, implementation, and enhancement, provide training and technical assistance to DHR staff, and to clients and users of the DSS. This position will manage the department's geographic information system (GIS) including coordinating updates, licensing, security, and overseeing the creation of custom maps to support DHR business needs. Position will be required to provide technical support for the agency web site and other agency IT needs and will serve as the secondary technical liaison between the agency and VITA.

**Qualifications:** The successful candidate should have a solid working knowledge and work experience in database and GIS development and management with the ability to provide business and technical support to environmental/preservation staff and clients using resource and spatial data for environmental business decision-making in an applied historic preservation context. Knowledge and understanding of architectural and/or archaeological survey methods and practices and the management and uses of survey data and familiarity with Virginia's cultural resources are a plus. Ability to communicate effectively, both orally and in writing is essential, as are the abilities to promote innovation, teamwork, and consensus between diverse customers and professional specialties, and to provide timely, efficient and thorough customer service. Graduation from an accredited college or university, with major course work in the applicable information technology and/or a historic preservation related discipline, and demonstrated experience in working with database programs and GIS. Knowledge of Microsoft Windows Office suite, to include Word, Excel, Access, and of ESRI ArcGIS software and related tools. Working knowledge of Oracle, Crystal Reports, as well as Front Page and/or HTML is helpful.

**Submission of Application Requirements:** Please submit a Commonwealth of Virginia Application For Employment form to: Department of Historic Resources, Attention: Phyllis Blair, 10 Courthouse Avenue, Petersburg, Virginia 23803 by 5:00 p.m. on **January 26, 2007** or fax (804) 862-6196 or by e-mail to [phyllis.blair@dhr.virginia.gov](mailto:phyllis.blair@dhr.virginia.gov) . If you are an individual with a disability and would like to request an accommodation, please send a written request to the aforementioned address or call (804) 862-6193 or (804) 367-2386, TDD, for assistance.

EOE M/F/M AND INDIVIDUALS WITH A DISABILITY ARE ENCOURAGED TO APPLY